



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001

**DELEGATED EXAMINING UNIT
VACANCY ANNOUNCEMENT**

Vacancy Announcement Number: ASF-04-07

Opening Date: January 16, 2004

Closing Date: January 30, 2004

Position and Salary: Program Analyst
GS-0343-12 (\$59,302 - \$77,096 per year)

Promotion Potential: GS-12

Organization: Decennial Management Division
Budget and Cost Model Staff

Duty Location: Suitland, Maryland

Type of Appointment: Competitive Service: Career or Career-
Conditional Appointment

Work Schedule: Full-Time

Relocation Expenses Will Not Be Paid.

This is a bargaining unit position.

Applications will be accepted from: All sources. This is a competitive vacancy, open to all United States citizens, advertised under examining authority delegated to the Department of Commerce by the U.S. Office of Personnel Management.

Applications under this vacancy announcement will be considered under external competitive procedures. Applicants who wish to be considered under merit promotion procedures should apply to vacancy announcement CEN-04-1009-KK using the Census Bureau's on-line application system at www.jobs.doc.gov.

DUTIES: Incumbent performs a wide variety of budget functions in the formulation, execution, and review of all financial activities relating to the 2010 Decennial Census program. Assists in the preparation of budget estimates, informational, and analytical materials for those internal and external to the Bureau of the Census including the Department of Commerce, Office of Management and Budget, and Congress in reference to all phases

of the budget process. Prepares various budget documents such as budget narratives, project descriptions, position listings, operating plans and budget planning documents. Monitors and tracks obligations and expenditures for the 2010 Decennial Census program using various internal reporting tools and systems. Conducts various studies/analysis on program, presents any unusual findings, and makes recommendations based on financial analysis. Prepares project operating plans and executes monthly reprogramming to realign decennial program budgets between frameworks and object codes. Develops new procedures and database systems to improve the efficiency of all budget-related activities. Other duties may include researching budget/financial issues, preparing on-line payroll adjustments, identifying variances by framework and preparing justifications, preparing program projections by framework, and preparing various exhibits, pivot tables, and financial spreadsheets. Conducts, designs, directs, or serves as a team member on special programs and projects.

MINIMUM QUALIFICATION REQUIREMENTS - Grade 12: To be minimally qualified for this position, you must have the experience or education below or a combination of both.

Experience: You must have one year of specialized experience equivalent to the grade 11 level in the Federal service. Specialized experience is work experience planning, coordinating, evaluating, and interpreting the necessary steps to complete reports; producing assignments which contain potentially controversial issues; conducting studies concerned with the efficiency and effectiveness of program operations; researching management practices for application to programs or operations; and reviewing, verifying, and analyzing data submitted for consistency with financial reports to identify problems and make recommendations to management. Your assignments required that you develop solutions to difficult problems that did not have readily available precedents. You were expected to make independent decisions affecting the daily operation of the program and to adapt methods to your specific work situations. Your assignments were reviewed for technical effectiveness and timeliness of data.

Education: Education cannot be substituted for experience at this grade level.

EVALUATION CRITERIA - QUALITY RANKING FACTORS: Applicants meeting the minimum qualifications will be further evaluated based on the degree to which their experience, training, and education reflect possession of the following Quality Ranking Factors (QRFs). This evaluation determines the list of eligible candidates who will be referred to the selecting official. Eligible candidates will be assigned a score between 70 and 100, not including points that may be assigned for veterans preference.

NOTE: Applicants **MUST** submit a supplemental narrative to their resume or application (on plain bond paper) addressing each QRF. Each narrative should describe pertinent education, training, or experience, **with specific examples**, showing how the applicant meets each QRF. Failure to provide a separate narrative for each QRF will eliminate applicants from further consideration.

1. Demonstrated experience working with senior and mid-level managers in monitoring and tracking expenditures and obligations against approved funding levels, preparing variance explanations, developing monthly/end-of-year projections, and making corrections for project mischarges.
2. Demonstrated experience implementing the reprogramming of funds between numerous project/division accounts for a large-scale survey or census.
3. Demonstrated experience in preparing Position Listings (PLs), Project Descriptions (PDs), Operating Plans (OPs), and Budget Planning Documents (BPDs) in an automated budget system for large programs.
4. Demonstrated experience in the use of spreadsheet and/or database software and a financial data warehouse to develop control and tracking systems to monitor procurement, program allocations, new requirements, approval of funds, transfer of funds, and spending.

HOW TO APPLY

You must submit a resume, Optional Application for Federal Employment (OF-612), or SF-171 plus any additional required material **for each grade level of the vacancy announcement for which you are applying.** **IMPORTANT ADDRESS INFORMATION:** 1) You must address all mail processed through the United States Postal Service (USPS) to: U.S. Census Bureau, DEU/HRD, Room 3037-3 Stop 1407, 4700 Silver Hill Road, Washington, D.C. 20233-1407. This includes mail such as Express, Priority, Registered, etc. 2) If using a carrier **OTHER** than the U.S. Postal Service (e.g., FedEx, UPS, Airborne, etc.), you must address it to: U.S. Census Bureau, DEU/HRD, Room 3037-3, 4700 Silver Hill Road, Suitland, MD 20746. **DUE TO USPS PROCEDURES AND CENSUS BUREAU SECURITY OPERATIONS, MAIL NOT ADDRESSED IN ACCORDANCE WITH THE ABOVE INSTRUCTIONS WILL BE RETURNED TO THE SENDER.** Applications may be faxed to 301-457-6824.

TO RECEIVE CONSIDERATION FOR THIS VACANCY, COMPLETE APPLICATIONS MUST BE RECEIVED IN THE ROOM NUMBER STATED ABOVE BY THE CLOSE OF BUSINESS (5:00 PM EST) ON THE CLOSING DATE OF THE ANNOUNCEMENT. IT REMAINS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THE TIMELY RECEIPT OF THE APPLICATION PACKAGE REGARDLESS OF SUBMISSION METHOD USED. THE DEU DOES NOT ACCEPT RESPONSIBILITY

FOR INCOMPATIBILITY OF MACHINE USED BY APPLICANT AND THAT OF THE DEU OFFICE OR TECHNICAL PROBLEMS THAT MAY OCCUR DURING FAXING RESULTING IN ILLEGIBLE OR INCOMPLETE TRANSMISSIONS. APPLICANTS SHOULD CALL 301-763-6852 IF EXPERIENCING PROBLEMS OR TO VERIFY RECEIPT OF APPLICATION.

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

JOB INFORMATION:

- * Vacancy announcement number and title of position stated on each application.
- * Grade level of interest stated clearly on each application. You will receive consideration for the grade level indicated on your application. If you indicate multiple grade levels on a single application, you will be considered for the lowest grade indicated. If you do not state a grade level of interest on your application, you will be considered for the lowest grade advertised.

PERSONAL INFORMATION:

- * Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- * Social Security number. (NOTE: WE CANNOT PROCESS YOUR APPLICATION WITHOUT YOUR SOCIAL SECURITY NUMBER.)
- * Country of citizenship (THIS FEDERAL JOB REQUIRES U.S. CITIZENSHIP)
- * Highest Federal civilian grade held (if applicable)

EDUCATION:

- * High School - name, city, state, and date you received diploma or GED.
- * Colleges and Universities - name, city, state, majors(s), type of degree(s) received (if any), and date(s) received. YOU MUST SUBMIT A COPY OF YOUR UNDERGRADUATE/GRADUATE TRANSCRIPT(S) IF THE ANNOUNCEMENT SPECIFIES EDUCATION AS PART OF THE BASIC ENTRY REQUIREMENTS, IF YOU ARE QUALIFYING BASED ON SUBSTITUTION OF EDUCATION FOR EXPERIENCE, AND/OR IF YOU ARE QUALIFYING BASED ON SUPERIOR ACADEMIC ACHIEVEMENT. Transcripts must show course number, title, grade, type (semester/quarter), and number of credit hours. Applicants selected for the position will be required to provide official transcripts.
- * To receive credit for education completed in foreign colleges or universities, you must show proof that such

education is equivalent to education received in an accredited educational institution in the United States.

WORK EXPERIENCE: Paid and non-paid work experience related to the position. For each work experience include: Job title; Series/grade (if Federal employment); Duties and accomplishments; Employer's name and address; Supervisor's name and address; Starting and ending dates; Hours per week; Salary; and indicate if we may contact your current supervisor/employer.

OTHER QUALIFICATIONS: Job-related: training courses (title and year); skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.); certificates/licenses (current); and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.)

10-POINT VETERANS' PREFERENCE: To receive 10-point veterans' preference for a service connected disability you must submit an SF-15, "Application for 10-Point Veterans' Preference" and documentary proof from the appropriate branch of the Armed Forces or the Veterans' Administration, as well as a copy of your DD-214. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veterans' preference assuming they meet the basic veterans' preference requirements and submit the appropriate proof of military service.

5-POINT VETERANS' PREFERENCE: To receive 5-point veterans' preference, you must attach a copy of your DD-214. To receive preference if your service began after October 15, 1976, you must have: a Campaign Badge or Expeditionary Medal with an honorable discharge OR served on active duty during the Gulf War from August 2, 1990 - January 2, 1992, under the following conditions: honorable discharge, served a minimum of 2 years on active duty, or if a Reservist, served the full period for which called to active duty (Reservists must include appropriate documentation).

APPLICANTS ON ACTIVE DUTY: Applicants on active duty claiming either 5-point or 10-point preference must show on their application that they have met the requirements for preference as outlined above and must submit appropriate proof and documentation at time of appointment.

OTHER IMPORTANT INFORMATION

- * Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well-qualified for the position to receive consideration for special priority. CTAP and ICTAP

eligibles will be considered well-qualified if they meet the qualifications and eligibility requirements for the position, including all medical, physical, suitability, education, experience, selective factors, and quality ranking factors for the vacant position and are determined to be above minimally qualified in accordance with the agency's rating and ranking process. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

- * All eligibility requirements must be met by the closing date of this announcement.
- * Application materials will not be returned to the applicant.
- * You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- * Anyone appointed from this announcement, including current Federal employees, may be required to serve a probationary period of one year.
- * If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- * Applications received in government postage-paid envelopes will not be accepted.
- * This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Division at 301-763-3371. The decision on granting reasonable accommodation will be on a case-by-case basis. TTY users can contact us via the Federal Relay Service, 1-800-877-8339.
- * For additional information about this vacancy, please contact the Delegated Examining Unit at 301-763-6852.

- * The Department of Commerce (DOC) does not condone or tolerate discrimination based on race, color, religion, sex, national origin, age, physical or mental disability, or sexual orientation.